

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 16 January 1957

FROM : Chief, Reading Improvement Branch

SUBJECT: Weekly Activities
3 Jan. - 16 Jan. 1957

1. We have almost completed the first stage of the readability survey.

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I visited [redacted] Chief, [redacted] Staff, O/NE, on 9 January. [redacted] does not approve the survey, but he will cooperate.

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[redacted] and I visited [redacted] O/CR, on 10 January. [redacted] expressed doubt as to the value of the survey.

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[redacted] Executive, OSI, telephoned me about the purpose of the readability survey. Both Mr. [redacted] OSI's representative, were appalled at the amount of work required. They will give us sample memoranda from each Division, and answer the questions on an Office basis.

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2. [redacted] and I attended a meeting of the Washington Adult Reading Improvement Association on Tuesday, 15 January.

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